



*United States Bankruptcy Court
Eastern District of Wisconsin
Office of the Clerk*

Career Opportunity # 06-02

Position: Case Manager - Trainee
Location: Milwaukee, WI
Starting Salary: \$30,773 - \$38,463 Annually

The employee will be required to perform duties including, but not limited to:

- scan documents;
- maintain official case records;
- perform necessary noticing and clerical tasks;
- act as receptionist, and furnish information to a wide variety of people within and outside of the court;
- answer telephone inquiries;
- sort and review mail;
- file bankruptcy cases, adversary proceedings, and documents; and
- review documents for conformity with federal and local rules.

The employee will also assist experienced Case Managers with the following duties:

- managing the progression of bankruptcy cases by maintaining official case records in an automated system;
- monitoring the completion of the required procedural steps, and performing the necessary noticing, administrative and clerical tasks;
- making summary entries on the docket;
- reviewing incoming documents for court hearing dates to enter on the docket;
- examining documents to determine nature of action for appropriate follow-up;
- interacting with trustees and counsel; and
- providing case status information and making case file documents available for inspection.

A Case Manager Trainee is expected to learn to perform all of the duties listed above proficiently and eventually become a fully qualified Case Manager.

Qualifications:

- A high school graduate or the equivalent.
- Progressively responsible experience requiring the regular and recurring application of clerical procedures and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives or laws.
- Routine experience in the use of automated systems.
- The ability to demonstrate good oral and written communication skills.

Desirable Qualifications:

- Education above the high school level.

Information for Applicants:

- The U.S. Bankruptcy Court is a part of the judicial branch of the United States Government.
- The court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written or other notice. This job announcement may involve filling more than one position described herein.
- The final candidates are subject to an FBI fingerprint check, an FBI name check and a National Crime Information Center check.
- The court is an equal opportunity employer.
- Interested candidates should complete an application which is located under “Careers” at www.wieb.uscourts.gov and mail it to:

Janet L. Medlock
Administrative Assistant to the Clerk
U.S. Bankruptcy Court
517 East Wisconsin Avenue, Room 126
Milwaukee, Wisconsin 53202